

## EDITED KSA LISTING

### **CLASS: EXPERT EXAMINER**

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*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	<b>Basic knowledge of state civil service merit laws and rules to effectively administer the examination process.</b>
<b>K2</b>	<b>Working knowledge of assessment techniques to ensure quality, consistency, and appropriateness of conducting the examination process.</b>
<b>K3</b>	<b>Basic knowledge of the Departments travel policies and procedures to make travel arrangements and reconcile expenditures.</b>

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	<b>Skill to:</b>
<b>S1</b>	<b>Apply principles and practices of the state civil service merit system to effectively administer the examination process.</b>
<b>S2</b>	<b>Appraise the qualifications of applicants to ensure compliance with laws, rules, regulations, procedures, etc.</b>
<b>S3</b>	<b>Interview effectively to ensure compliance with laws, rules, regulations, procedures, etc.</b>
<b>S4</b>	<b>Gain the confidence and cooperation of others during the course of work in order to establish and maintain good working relationships.</b>
<b>S5</b>	<b>Analyze situations effectively and take the appropriate course of action to ensure the integrity of the examination process.</b>
<b>S6</b>	<b>Organize and complete various testing documents (e.g. rating sheets, disqualification sheets, evaluation forms, tape logs) in order to administer the examination process.</b>
<b>S7</b>	<b>Make travel arrangements and report travel expenditures for reimbursement in order to report to various testing sites.</b>
<b>S8</b>	<b>Act as a lead person to provide instruction and/or guidance in order to facilitate the examination process.</b>
<b>S9</b>	<b>Independently make decisions and provide recommendations on various aspects of the examination process.</b>
<b>S10</b>	<b>Analyze data as it relates to the examination process.</b>

	<b>Ability to:</b>
<b>A1</b>	<b>Clearly communicate ideas and information in order to administer the examination process.</b>
<b>A2</b>	<b>Maintain the confidentiality and security of the testing materials and information related to the examination process.</b>
<b>A3</b>	<b>Lift 10 – 30 pounds in order to physically move and/or transport examination materials to testing sites.</b>
<b>A4</b>	<b>Work under pressure in order to meet the needs of the examination process.</b>

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<b>A5</b>	<b>Adapt to changes to meet the needs of the examination process.</b>
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